

SECRET

18 AUG 1956

8/30/56

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| Executive Registry |
| 8-56-24 |

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support)

SUBJECT : Death of Agency Employees

REFERENCE : Memo from DD/S to D/Pers, same subject, 3 July 56
(DD/S 56-2401)

1. This memorandum contains a standard operating procedure for your approval.
2. There follows the working procedure which will become effective with the death, injury or serious illness of an Agency employee or a person officially detailed to the Agency:
 - a. Initial notification to the Agency can come from one of several sources, depending upon the circumstances; by cable from an overseas location; by TTY or telephone from a U.S. installation; by telephone from local police or a private citizen; by personal notification of an Agency employee possessing the facts.
 - b. Normally the initial notification is given to the office of assignment and/or, in the case of DD/S employees overseas, to the Area Division concerned. In some cases initial notification is received exclusively by the Office of Security or the Medical Staff. Rarely is the Office of Personnel the initial recipient.

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| Office of Personnel - | Principal Alternate | 25X1 |
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| Office of Security - | Principal Alternate | 25X1 |
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| Office of General Counsel - | Principal Jr., Alternate | 25X1 |
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SUBJECT: Death of Agency Employees

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Medical Staff -

Principal
Alternate

Deputy Director (Plan) -

Principal
Alternate 25X1

(per DDCI)

d. ~~Assumption:~~ The Director of Personnel will also immediately advise the Assistant to the Director of Central Intelligence for Public Information and the Director of Central Intelligence or the Deputy Director of Central Intelligence.

e. When the Office of Personnel is informed of an emergency and is in possession of all pertinent facts, it will, in collaboration with other offices concerned, determine:

- (1) what notice, if any, has been given to next-of-kin;
- (2) what notice, if any, should be given to next-of-kin;
- (3) what security or cover problems exist and the steps required to overcome them;
- (4) who shall give notice to next-of-kin and with what cover or security briefing;
- (5) the point(s) of continuing contact with next-of-kin.

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f. Subsequent handling of the case will be in accordance with other provisions of "Employee Emergencies," or []

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(S) []
Howard G. Reynolds
Director of Personnel

Acting

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APPROVED:

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SIGNED

AUG 14 1956

SIGNED

for L. A. WHITE
Deputy Director (Support)

O. P. GARRELL
Management General, USAF
Deputy Director

Date: AUG

Date: 27 AUG 1956

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Distribution:

Orig & 1 - D/Pers
2 - DD/S
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1 - D/Security

[] - General Counsel

1 - OP (Duty Officer Handbook)(Stayback)